

Need proof of *employment*?

Follow These Easy Steps:

- 1) Write down your Social Security Number in the boxes below.
- 2) Tear off Section 1 and give it to the person requesting your proof of employment.

-----Section 1-----

To obtain proof of *employment* on an employee from the State of Missouri:

- 1) Access The Work Number either via:
 - www.theworknumber.com/verifier
 - Call 1-800-367-5690
- 2) Enter:
 - The **State of Missouri Employer Code: 10106**
 - The Employee's Social Security Number:
□□□ - □□ - □□□□ ◀

*Note: The employee will need to provide you with a Salary Key in order for you to also verify their income.

Client Service: 1-800-996-7566, Monday-Friday, 7 a.m. - 8 p.m. (CST)

Need proof of *employment* plus *income*?

Follow These Easy Steps:

- 1) Write down your Social Security Number in the boxes below:
- 2) Go to The Work Number either:
 - www.theworknumber.com/employee or
 - Call 1-800-367-2884
- 3) Enter the following information:
 - a) The **State of Missouri Employer Code: 10106**
 - b) Your Social Security Number: □□□ - □□ - □□□□
 - c) Your PIN (**last four digits of your SSN**): □□□□
- 4) Select to obtain a Salary Key and then write down the Salary Key provided to you by The Work Number.
- 5) Tear off Section 2 and give it to the person requesting proof of your employment and income.

-----Section 2-----

To obtain proof of *employment* plus *income* on an employee from the State of Missouri:

- 1) Access The Work Number either via:
 - www.theworknumber.com/verifier
 - Call 1-800-367-5690
- 2) Enter:
 - The **State of Missouri Employer Code: 10106**
 - The Employee's Social Security Number: □□□ - □□ - □□□□ ◀
- 3) Enter in the Salary Key provided to you by the employee:
□□□□□□ ◀

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